

Portal Status Report --		June			
Task	Month	Activity	End Date	Status	Ref.
Facilitate Communication with User's Group	June	Communicate with Users on regular basis. Keep Users appraised of Portal development and address issues.	Ongoing	Ongoing	
Facilitate both "on-line" and "face to face" Users Group Sessions.	June	Establish time and dates of sessions.Record all comments and recommendations made.Obtain feedback on look and feel of Portal as well as preferred functionality for version 1.0. Share information with Schools Channel GM, Users, and additional SFA Stakehold	Ongoing	.	Correspondence with Group.Transcripts of Sessions
Support the design of User Feedback Instrument available on the Net.	June	Work with design group.Ensure that instrument is active and accurate.Provide directions to users relative to its use.	6/27/2000	Completed	Feedback Doc.
Collect information from SFA Staff who attend Users Group Sessions.Support Portal & IFAP Design Groups in accommodating functional modifications requested by all stakeholders.	June	Gather Information and work with Design Group on functional modifications to Portal & IFAP through 8/7/00	Ongoing	Ongoing	Transcripts of Session
Support request made by Default Management Team to establish NPRM Review Group.	June	Recruit small cross section of Financial aid administrators to act as resource for NPRM Review Activity.	6/27/2000	Completed	Correspondence with Group & Default Management Contact
Join Review Group to address issues related to content management for IFAP, Portal and SFANet.	June	Meet regularly to address issues related to Interwoven deployment.	Ongoing	Ongoing	CIO Reports
Support Presentations by Schools Channel GM and SFA Staff	June	Support Visual and Text Presentations made by GM and Staff	Ongoing	Ongoing	Sample Presentations
Meet on weekly basis with Portal CIO/IPT	June	Meet with CIO/IPT to address action items and issues related to Portal development	Ongoing	Ongoing	CIO Reports